

AGENDA

Swindon and Wiltshire Careers Hub Steering Group

Friday, 15 February 2019

9.00am – 10.30am

Venue: Bewley Room in Monkton Park, Chippenham, SN15 1ER

Attending:	Paddy Bradley (PB), SWLEP Director Sally Burnett (SB), SWLEP Skills Lead Jackie Tuckett (JT), Wiltshire Council Alison Simpson (AS) / Louise Stanton, Lead School Daniel Busson (DS), Lead Employer Shelley Cook (SC), Swindon Borough Council Scott Green (SG), CEC
Apologies:	Shona Taylor
Guests:	Nicola Randy (NR)
Chair:	Paddy Bradley
Minutes:	Deborah House (DKH)

Item	Timing	Topic	Paper	Lead
1.	9am	Welcome and apologies		PB
2.	9.05am	Minutes of the meeting on 30 November 2018, matters arising and Action Log	Paper 2.1 Paper 2.2 Paper 2.3 Paper 2.4	PB
3.	9.15am	Summary of performance against target <ul style="list-style-type: none"> • SWEAN Highlight Report • performance review • and refer to tab “1-year progress” of Implementation Plan, Paper 4 	Paper 3.1 Papers 3.2 and 3.3	SB / SG
4.	9.35am	Implementation Plan	Paper 4	SB / ALL
5.	10am	Summary of work on Benchmark 6	Paper 5	NR
6.	10.10am	Budget position summary	Paper 6	JT
7.	10.20am	Hub Extension Bid	Verbal	SB / JT
8.	10.25am	AOB		ALL



		<p>Next Meeting: Thursday, 16 May 2019, 1pm – 2.30pm Committee Room C, Monkton Park, Chippenham, SN15 1ER</p> <p>Future Meetings: Thursday, 19 September 2019, 1pm-2.30pm Committee Room B, Monkton Park, Chippenham, SN15 1ER Tuesday, 10 December 2019, 9am-10.30am Bewley Room, Monkton Park, Chippenham, SN15 1ER</p>		
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Membership:	<p>Paddy Bradley (PB), SWLEP Director Sally Burnett (SB), SWLEP Skills Lead Jackie Tuckett (JT), Wiltshire Council Shona Taylor (ST), Careers Hub Lead Alison Simpson (AS), Lead School Daniel Busson (DS), Lead Employer Shelley Cook (SC), Swindon Borough Council Scott Green (SG), CEC</p>
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